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8 JUN 1971

MEMORANDUM FOR: Chief, Executive and Planning Division

SUBJECT : Annual OMB Management Improvement
Plans/Report

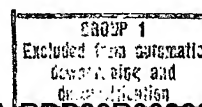
Attached for your consideration is an item to be included
in the Annual OMB Management Improvement Plans/Report.

25X1



Chief, Administration and Training Staff

Attachment



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Directorate

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30 June 1971

I - Management Effectiveness Goals

Brief Description of Effort Planned During Upcoming Year

Individual Career Advancement Program

As a prelude to the implementation of this Program a loose leaf binder containing an abbreviated thumbnail presentation of job parameters for all professional positions within the Security Career Service has been compiled and made available to all Security careerists.

In addition, an Individual Career Advancement Program (ICAP) form has been provided all professional careerists. This form reflects a visual profile of a Security careerist as well as a profile of the careerist's plans for three future assignments. It also provides an opportunity for each careerist to indicate the training he feels he should have to fulfill his plan.

These completed ICAP forms will be reviewed and catalogued for use by the Personnel Branch and the Office of Security Career Service Board. Under this program it is hoped that insofar as possible the Office of Security can get personnel into assignments which they want. However, the needs of the Office will still have to come first.

Goals or Objective of Proposed Effort

- (a) To surface talent.
- (b) To motivate careerists toward building broad foundations for security careers.
- (c) To place more employees in the jobs which they want.
- (d) To stimulate the desire for training and language development and
- (e) Develop a Career Service which is cognizant of individual desires in building an inventory of careerists qualified and ready for broad utilization.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director of Security	6/10	LS
2	Chief, EPD		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Chief, A&TS	8 JUN 1977

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